USDA NIFA 142 funds RCR Frequently Asked Questions

What USDA NIFA awards are subject to this requirement?

All USDA NIFA awards including competitive grant funds, cooperative agreements and capacity funds also known as Hatch Formula Funds. See http://nifa.usda.gov/responsible-and-ethical-conduct-research for further information.

Who is subject to the requirement?

Principal investigators, co-investigators and participants paid from USDA NIFA are subject to the responsible conduct of research training requirement. This includes, but is not limited to, undergraduates, graduate students, postdoctoral researchers, and sub-recipients.

What training is required?

Principal investigators, co-investigators and participants paid from USDA NIFA awards must take the “Responsible Conduct of Research” course in Canvas (https://learnuw.wisc.edu/). Steps for registering and completing the training are below. Individuals are subject to this training requirement when paid or provide effort on the grant.

1) Login to Canvas https://learnuw.wisc.edu/
2) Once in the My Course Dashboard, go to the Direct Access to on the right side of the screen and Click on Canvas and then on Dashboard.
3) Once in Canvas, use the red navigation bar on the left side and select courses.
4) Select All Courses and then click on Browse More Courses (right side of the screen)
5) Select the RCR course by clicking “next” at the bottom of each page until the Responsible Conduct of Research course icon appears or use the search tool at the top of the first page, type in “Responsible Conduct of Research”.
6) Click the Responsible Conduct of Research icon.
7) First Pop-up-window select “enroll in course”.
8) Second Pop-up-window select either “go to course” to complete immediately or “go to dashboard” to complete this course at another time.
9) Please note there is only one question. Once you have answered the question, please submit the quiz.

How does an individual know if he/she is subject to the training requirement?

The Office of the Vice Chancellor for Research and Graduate Education will identify individuals who must complete training via payroll records and will notify individuals of the training requirements.
What if an individual does not have a NetID?

If you are working with an individual that does not have a NetID, please contact Heather McFadden at heather.mcfadden@wisc.edu.

How is notification handled?

The Office of the Vice Chancellor for Research and Graduate Education (OVCERGE) will identify individuals who must complete training via payroll records and will notify individuals of the training requirements. The OVCRGE will also track training completion.

Day 1: Notification sent to individual subject to the training requirement.

Day 10: Reminder notice copying PI

Day 25: Final reminder notice copying PI, department RCR coordinator, and school/college

Day 31: Non-compliance email sent to trainee and PI; Remove from funding email sent to PI, department admin, and school/college

How long does an individual have to complete the training?

Once notified of the requirement, an individual will have 30 days to complete the training module in Canvas (https://learnuw.wisc.edu/). Subsequent email notices will be sent as reminders to complete training.

What happens if an individual does not complete the training?

If an individual does not complete the training within the 30 day window, he or she will be removed from the USDA NIFA award and paid with non-sponsored departmental funds.